

**Subject:** RE: Marketing Roundtable Meeting Monday  
**From:** "Michael Filson" <@>  
**Date:** 02/24/2017 02:50 PM  
**To:** amendonca@ccala.org

Amy,

I would love your help setting up the room. We will need drink service in the reception area like last time. I will have presentations that I will load.

I'll have the attendee list right before the meeting.

Thanks!

**Mike Filson**  
Community Relations Manager

 <https://www.downtov>

**Downtown Center Business Improvement District**  
626 Wilshire Blvd., Suite 200 | Los Angeles, CA 90017  
Call: 213-416-7524 | Fax: 213-624-0858  
Web: [DowntownLA.com](http://DowntownLA.com)



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**From:** Amy Mendonca  
**Sent:** Friday, February 24, 2017 1:21 PM  
**To:** Michael Filson  
**Subject:** Marketing Roundtable Meeting Monday

Hi Mike,

What would you like me to do to set up for the Marketing Roundtable Meeting on Monday at 1:30 pm?  
Would you like drinks?  
Do you have any fliers to print out or presentations you need to set up?  
I will need a guest list.

Let me know what I can do to help.

Amy

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**Amy Mendonca**

Office Assistant

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office: (213) 416-7519 | fax: (213) 624-0858

[amendonca@ccala.org](mailto:amendonca@ccala.org)

[ccala.org](http://ccala.org)



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